



MONTANA URBAN & COMMUNITY FORESTRY GRANT PROJECT REPORT FORM

Grant Program: _____ Grant Agreement #: _____

Community: _____ Federal Tax Identification Number: _____

Payment Mailing Address: _____

Total Reimbursement Amount Requested; **all receipts must be included:** _____

Total Matching Amount Claimed (b) +(c); **all receipts must be included:** _____

Total number of volunteers involved in all aspects of the project: _____

Estimated total volunteer hours: _____

Number of trees planted: _____

REPORTING INFORMATION:

Program Development Grants require a 100% match in addition to the grant amount.

(Example: \$1000 grant award x 100% match requirement = \$1000 match).

Receipts/invoices are required for all reimbursable and matching expenses claimed.

As per the Grant Agreement, communities will be reimbursed for actual costs not to exceed the grant amount. If receipts total more than the specified grant amount, the community will be responsible for all additional costs.

Please review the checklist on page 2 before submitting this request.

Type of Project Expenses*	Hourly Rate or Piece Rate (per each)	Quantity	(a) Grant Funds Requested	(b) Applicant Cash Match	(c) \$ Value of Donated & In-Kind	Total (a) + (b) + (c)
Page 1 Subtotal	N/A	N/A				
Page 2 Subtotal (if applicable)	N/A	N/A				
Grand Total (page 1 & 2)	N/A	N/A				

*Provide other Project expense category types as needed on the following page.

Note: (b) + (c) must be equal to or greater than (a) in order to meet the 100% match requirement.

Please mail this report, receipts, and all additional documentation to:
Montana DNRC, Urban and Community Forestry Program,
2705 Spurgin Road, Missoula, Montana 59804-3199

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Column Totals	N/A	N/A				

- ✓ Include **ALL** receipts for **any** amount for both matching and requested expenses for reimbursement
- ✓ Ensure any purchases and activities occur BEFORE grant expiration date
- ✓ Attach copy of completed project inspection form signed by designated DNRC urban forester
- ✓ Provide list of names for any claimed time with meetings, volunteers, workshops, etc.
- ✓ Attach any additional requirements mentioned in grant agreement (i.e. maintenance plan, purchase/bidding documents, etc.)
- ✓ Attach narrative summary of work completed (describing project, positive outcomes, challenges, etc.)
- ✓ Include any pictures or articles related to the project, if applicable
- ✓ Provide sample of finished product, if applicable (i.e. copy of inventory, management plan, etc.)